



J O B D E S C R I P T I O N

POSITION: *DANCE INSTRUCTOR (Ballet and Tap ages 4 to 10 years old)*

WAGE: **DEPENDING ON QUALIFICATIONS**

JOB DESCRIPTION:

*Instruct student's ages 4 to 10 years in Ballet and Tap dance techniques. Classes will be established in appropriate age ranges (ex: 4-6, 7-8, 9-10). The day and location of this class TBD. The successful applicant must be available thru the end of June following recitals. **Ideally, this will be an ongoing employment opportunity.***

EXAMPLES OF DUTIES *(These duties are a general description and are not all-inclusive)*

- *Select and plan class content, which may include stretching, improvisation, dance techniques, strength exercises or combinations. (Classes may include a warm up period)*
- *Select all music and choreograph all dance combinations*
- *Determine class skill and age levels and make class content adjustments as necessary*
- *Select costumes with parent participation*
- *Design a recital program; choose theme, music, and choreograph all dance pieces*
- *Solicit volunteers to assist with rehearsals and performance*
- *Attend periodic staff meetings and/or educational training*
- *Integrate annual recitals in conjunction with other participating dance instructors*

SUPERVISION EXERCISED AND RECEIVED

The Dance and Gymnastics program Supervisor provides general supervision

MINIMUM QUALIFICATIONS

- *At least 18 years of age or (Graduation from High School or GED and two years work or volunteer experience. Note Technical expertise in field may replace work experience year for year)*
- *Must be available to work entire season including rehearsals and recital*
- *Willingness to comply with suspected child abuse reporting (11166.5 PC)*
- *All new employees must submit verification of legal right to work in the United States within 72 hours of beginning employment*
- *Ability to establish and maintain productive relations and positive attitude with and toward others*
- *Ability to work independently and reliably complete tasks on time*
- *Ability to provide constructive feedback, motivate participants and communicate effectively with parents of toddlers and youth participants*

DESIRABLE QUALIFICATIONS

- *Five years of study with a public or private dance instructor and/or completion of a college dance program*
- *Three years of experience teaching dance*
- *Ability to demonstrate basic to intermediate steps in tap, ballet, jazz or other specialty*

SELECTION PROCESS

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT: City of Fremont
Parks and Recreation Department Office
3300 Capitol Avenue, Building B
Fremont, CA 94537-5006

*Or at any City of Fremont Parks and Recreation Department Facility
Or www.fremont.gov*

FOR MORE INFORMATION REGARDING THIS POSITION, CALL (510) 494-4351

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The city of Fremont Parks and Recreation Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION